

PUBLIC NOTICE

HUMAN SERVICES

DIVISION OF FAMILY DEVELOPMENT

NOTICE OF AVAILABLE GRANT FUNDS

DISASTER CASE MANAGEMENT 2013

Take notice that, in compliance with N.J.S.A. 52:14-34.4 and 34.6, the New Jersey Department of Human Services (DHS), Division of Family Development (DFD), hereby announces this Request for Proposals (RFP) to provide **statewide** disaster case management services.

A. Name of program: 2013 Disaster Case Management (DCM) Services

B. Purpose: The purpose of this grant is to provide a time limited disaster case management process that involves a partnership between a case manager and a disaster survivor (also known as a “client”) to develop and achieve the goals identified in a Disaster Recovery Plan. The Disaster Recovery Plan is a goal oriented plan that will assess the client’s unmet needs, including basic needs such as food, shelter, first aid as well as financial, physical, emotional, or spiritual that were either caused or exacerbated by Hurricane Sandy. The RFP is limited to agencies that would qualify as having both the FEMA recognized training and experience in disaster case management. The State of New Jersey intends to implement DCM services through a Managing Agency (MA) with services concentrated in the most impacted areas of the State.

C. Amount of available funding: Funding in the amount of \$11,061,877 is being made available through the New Jersey DHS/DFD, for this **RFP**, serving all of New Jersey. This contract is funded exclusively with federal funds. Therefore, the successful vendor must comply with any additional procurement or fiscal requirements of the federal agency that awarded the funds.

D. Contract period: The contract period will be April 1, 2013 through October 30, 2014.

E. Organizations that may apply for funding under this program:

Eligible applicants are New-Jersey based for-profit, not-for-profit agencies and limited to providers experienced and trained in DCM that can deliver and administer the required **statewide** disaster case management services outlined in the RFP.

F. Qualifications needed by an applicant to be considered for funding:

Each Applicant must be able to:

- Describe its recent experience within the last five years in providing DCM services;
- Provide evidence of its ability to coordinate and provide DCM training;
- Describe its ability to provide DCM services and deploy DCM staff statewide;
- Provide evidence of its capacity to manage the administration of DCM services from a supervision perspective;
- Provide evidence of its capacity to manage the administration of DCM services from a fiscal perspective;
- Provide evidence of its capacity to manage the administration of DCM services from a personnel perspective;
- Describe its ability to recruit and hire subcontractors or demonstrate its ability to implement vendor agreements to hire up to 40 FTE case managers and 4 associated supervisory and support staff;
- Provide evidence of its ability to purchase, or arrange for the purchase of, or access to, office supplies (i.e., laptop computers and associated application software, mobile devices for all field staff, general office supplies, and portable printers/scanners/copiers/fax machines);
- Describe its capacity to execute vendor agreements/subcontracts or fee-for service arrangements for DCM training;
- Describe its site location (no-cost or low cost) to be funded, specifying all costs associated with it. (Leasing costs for space are not anticipated at this time, however, if no free space is available, limited reimbursement may be available based upon prior FEMA and state approval if determined reasonable and justifiable);
- Describe its ability to gather, analyze and report statistical, programmatic, and fiscal data;

- Demonstrate a familiarity with the Coordinated Assistance Network (CAN), which will enable collaboration on a shared platform with data standards and forms for tracking and reporting for DCM purposes;
- Demonstrate its ability to work with provider agencies in identifying cases and addressing needs through the case management process, documentation, and periodic reporting;
- Comply with State and DHS rules and regulations governing the purchase of services contract process, the DHS' Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual, in addition to the terms and conditions set forth in this RFP. Grant Recipients are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336). Applicants must also sign the Statement of Assurances (**Attachment A**) and the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (**Attachment B**), Proposal Authorization/Cover Sheet (**Attachment C**), and Disclosure Certification Form (**Attachment F**). Grant Recipients are required to comply with Executive Director Letter, Third Party Provider – 061510 (**Attachment I**), Third Party Contract Amendments – 060910 (**Attachment J**). Applicants may review the DHS contracting rules and regulations, as defined in the Contract Reimbursement Manual, and the Contract Policy and Information Manual. Copies of these manuals can be found online at the following link:
<http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>.
- Comply with federal and state administrative regulatory and other requirements (see Disaster Grant Agreement Articles and Assurance Compliance (**Attachment L**)) including but not limited to: Privacy Act Compliance, especially regarding personally identifying information; confidentiality, including signed agreements by all staff and associated vendors to abide by the required policies; supplanting of funds; records maintenance, retention and destruction; discrimination; conflict of interest and ethics; Freedom of Information Act/NJ Open Public Records Act;

federal and state civil rights laws and regulations, and specified certifications and assurances.

G. Procedure for eligible applicants to apply:

Eligible applicants interested in applying for these funds may obtain a copy of the RFP document by contacting the Office of Grants Management, Division of Family Development, PO Box 716, Trenton, NJ 08625, (609) 588-2290, Fax (609) 588-7240. The RFP document will be available on **January 30, 2013**, from the Office of Grants Management, on the DHS web page <http://www.state.nj.us/humanservices>, and at the **Mandatory** Technical Assistance Conference.

The Technical Assistance Conference is scheduled as follows:

Place: New Jersey Division of Family Development
Quakerbridge Plaza
Building 6, 2nd Floor, Conference Room 2J
Quakerbridge Plaza Road
Mercerville, NJ 08619

Date: February 8, 2013

Time: 10:00 a.m. – 1 p.m.

Directions to the Technical Assistance Conference site are provided in the RFP package.

The Technical Assistance Conference will provide potential Applicants an opportunity to ask any and all pertinent questions regarding the RFP and receive technical information regarding the RFP from DHS/DFD representatives. Attendance at the conference is MANDATORY.

Applicants are asked to pre-register for the Technical Assistance conference no later than **February 7, 2013** by calling the Office of Grants Management at 609-588-2290, or by fax at 609-588-7240. Each applicant will be limited to two representatives at the conference.

H. Proposal submission:

Eligible agencies, organizations, and consortiums interested in applying for these funds must submit **one signed original and 5 copies** of the completed application document and all support materials to be received no later than 4:00 P.M. on **February 22, 2013**. Applications may be **emailed, mailed or hand delivered**. If an application is emailed, it must also be simultaneously mailed or hand delivered. All emailed applications must be in either Word 97 version or higher or Adobe pdf. The type set must be at least 12 point Times Roman or Arial and the margins set to one inch on all sides. The application (not including attachments) is not to exceed 20 pages.

US Mail Delivery:

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Office of Policy Development, Research & Reporting
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Hand Delivery or Commercial Courier/Mail Service:

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NJ Division of Family Development
Quakerbridge Plaza, Building 3
Quakerbridge Road
Mercerville, New Jersey 08619

- I. **Proposal submittal deadline:** Whether **emailed**, mailed or hand-delivered, all proposals and related information must be received by the DFD, Office of Grants Management, no later than 4:00 P.M. on **February 22, 2013**.
- J. **Award notification:** Applicants will be notified of the award on or after **March 22, 2013**. The award will be contingent upon contract negotiations.

Jennifer Velez, Commissioner
Department of Human Services

Date